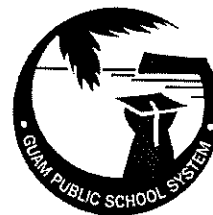




**PERSONNEL SERVICES DIVISION
GUAM PUBLIC SCHOOL SYSTEM**

P.O. Box DE
Hagatna, Guam 96932
Tel: (671) 475-0496
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NERISSA BRETANIA-SHAFFER, Ph.D.
Superintendent of Education

ANTONETTE MUNA SANTOS
Assistant Administrator

April 22, 2009

An Equal Opportunity Employer

ANNOUNCEMENT
Job Announcement No. PSD-029-2009

The Guam Public School System wishes to announce **OPEN/COMPETITIVE** and **PROMOTIONAL EXAMINATION** for the following class of position to **ESTABLISH A LIST**:

RESEARCH, PLANNING & EVALUATION ADMINISTRATOR (DOE) (2.035)

OPENING DATE: April 22, 2009

CLOSING DATE: Continuous

SALARY: Pay Grade Q

Open: Step 1-10, \$33,811.00 - \$50,717.00 Per Annum

Promotional: Step 1-20, \$33,811.00 - \$71,541.00 Per Annum

LOCATION: Research, Planning & Evaluation Division
Locally Funded

MINIMUM EXPERIENCE AND TRAINING:

- (A) Three years of progressively responsible experience in the research, planning, and evaluation of educational programs; three years of experience in an administrative level; and graduation from a recognized college of university with a Master's degree in Research and Statistics, School Administration or related area; or
- (B) Any equivalent combination of experience and training beyond the Master's degree which provides the minimum knowledge, abilities and skills.

EDUCATION REQUIREMENT:

Applicants claiming education accomplishment, such as, degrees or credits are required to submit official or verified copies of university or college transcripts. Pursuant to Public Law 26-87, effective May 17, 2002, all future Government of Guam positions will require at the minimum, anyone of the following as a condition of eligibility for employment: (1) A High School Diploma; or (2) Successful completion of a General Education Development (GED) Test; or (3) Any equivalent completion of a certification program, from a recognized accredited or certified vocational technical institution, in a specialized field required for the job.

NATURE OF WORK IN THIS CLASS:

Administers the research, planning and evaluation of educational programs in the Guam Public School System.

ILLUSTRATIVE EXAMPLES OF WORK: *(These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)*

Administers the programs and services of the Research, Planning and Evaluation Division of the Guam Public School System; participates in top management decision.

Administers the programs, projects and activities of a comprehensive management information system; designs, researches and evaluates data collection instruments; directs the computer processing and information retrieval services for the various public schools for the registration, scheduling of classes and other related services.

Develops, recommends and implements systems for identifying educational needs and concerns; establishes the reliability and validity of research and evaluation methods and findings.

Develops, plans and implements measurement methods and techniques to evaluate educational programs to determine the cost effectiveness and to measure the attainment of goals and objectives in accordance with applicable federal and local guidelines and requirements.

Provides technical assistance in the design of computer systems, the development and implementation of educational programs, evaluation systems and research and statistical methods.

Prepares program budget and required reports.

Provides information, projections and statistical analysis; develops data analysis procedures to measure the attainment of program goals and objectives.

Recommends instructional alternatives based on needs assessments/planning activities; monitors all district accreditations and recommendations.

Attends meetings related to research, planning and evaluation, and other meetings as required.

Develops systems for long range planning.

Maintains liaison with U.S. Office of Education, National Center for Education Statistic and other Federal and local agencies.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles and practices of management as applied in educational organizations and administration.

Knowledge of instructional program design.

Knowledge of statistical research techniques.

Ability to administer the programs and services of the Research, Planning and Evaluation Division of the Guam Public School System.

Ability to establish and maintain a management information system to handle the data analysis and reporting needs of the Guam Public School System.

Ability to plan and implement research and analytical work in the field of Education and to make analysis of findings, noting factors, developments, trends and projections.

Ability to understand the application of computer programs such as the Statistical Package for Social Science and other computer-based methods of data analysis.

Ability to learn, interpret, apply and make decisions in accordance with pertinent federal and local laws, rules and related guidelines.

Ability to evaluate operational effectiveness and implement changes for improvements.

Ability to prepare, implement and monitor and compile comprehensive reports.

Ability to work effectively with employees and the public.

Ability to communicate effectively, orally and in writing.

EXAMINATION REQUIREMENTS:

A Written test is not required. Applicants will be rated on a scale between 70.000 to 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

WORK ELIGIBILITY INFORMATION:

Public Law 99-603 (8USU Section 1324A) requires the Government of Guam to verify the identity and work eligibility of all newly hired employees. All employees shall be required to provide proof of identity and work eligibility to work in the United States. The Government of Guam is required to comply with this law on a non-discriminatory basis.

If you are hired to fill a position with the Guam Public School System, Government of Guam, you will be required to present valid documents that will establish your identity and work eligibility in the United States and its territories. Any one or combinations of the following documents may be required.

- Certified Birth Certificate
- U.S. Passport
- Naturalization Card
- "Green Card" (For Immigrants)
- Government of Guam I.D. Card
- Original Social Security Card (not laminated)
- Other proof of work eligibility

PRE-EMPLOYMENT TUBERCULOSIS TESTING:

All applicants accepting employment with the Guam Public School System are required to submit a Tuberculosis Work Clearance. Upon employment and annually thereafter, employee must submit a Tuberculosis Work Clearance as a condition of continued employment. Expenses for the Tuberculosis Testing must be paid for by the applicant.

PRE-EMPLOYMENT PHYSICAL/MEDICAL EXAMINATION:

All applicants accepting employment with the Guam Public School System must take and pass an entry physical/medical examination as a condition of continued employment. Expenses for the physical/medical examination must be paid for by the applicant.

DRUG SCREENING:

Pursuant to Executive Order No. 95-29 and the Guam Public School System Personnel Rules and Regulations, all applicants selected for appointment in the Guam Public School System, Government of Guam, will be required to undergo Drug Testing as a condition of employment. Expenses for the drug test must be paid for by the selected applicant.

POLICE & COURT CLEARANCES:

Pursuant to Executive Order No. 2005-34 and Public Law No. 28-24, all applicants **selected** for employment are required to submit Police and Court Clearances (Superior Court of Guam and U.S. District Court of Guam) before commencement of employment.

APPLICATION DEADLINE:

Applications shall be submitted to the GPSS Personnel Services Division from 8:00 a.m. to 4:00 p.m., Monday through Friday, except holidays. Completed applications with supporting documents must be received by the deadline.

APPLICATION SUBMISSION:

Interested applicants must submit a **GPSS "Application for Employment"** form to the **GUAM PUBLIC SCHOOL SYSTEM, PERSONNEL SERVICES DIVISION**. Applications can be obtained at our office, located on the 1st floor of the Governor Manuel F.L. Guerrero Building in Hagatna or visit the **Guam Public School System's website at www.gdoe.net**

FOR FURTHER INFORMATION:

Please call 475-0496 or come by and visit our office.



ANTONETTE MUNA SANTOS,
Assistant Administrator
Personnel Services Division